

## Associate Budget Analyst

### Knowledge, Skills, Abilities, and Personal Characteristics Statements

1	Ability to conduct reconciliations and make appropriate recommendations and/or corrections according to findings.
2	Ability to audit financial information to verify accuracy of budgets and spending authority within the Governor's Budget and to ensure compliance with the State Administrative Manual (SAM).
3	Ability to make sound decisions and recommendations in regard to internal budget concerns.
4	Ability to track budget information using electronic and/or manual filing systems to remain on track with budget assignments.
5	Knowledge of a personal computer to input data, write reports and proposals, conduct research, create necessary documents, and other tasks.
6	Ability to use word processing software (e.g., Microsoft Word) to prepare correspondence, proposals and reports.
7	Ability to use spreadsheet software (e.g., Microsoft Excel) to input data and prepare spreadsheet summaries and reports.
8	Ability to use electronic mail and calendaring software (e.g., Microsoft Outlook) for e-mail and calendaring purposes.
9	Ability to use the internet to conduct on-line research and obtain information related to policies, procedures, and resources.
10	Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.
11	Ability to maintain confidentiality with sensitive information and issues relating to direction, policies, changes, and/or personnel.
12	Ability to be flexible, using tact and diplomacy when dealing with the needs, problems, and/or concerns of departmental staff or outside agency personnel.
13	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are clear, concise, and error-free.
14	Ability to read and understand complex documents (e.g., State Administrative Manual, State rules and regulations, analytical reports, departmental policy manuals and guides) in order to research and evaluate budget concerns for summarization, interpretation, and making recommendations to management.
15	Ability to read and interpret charts and graphs to determine meaning/impact of data presented in program areas and/or projects.
16	Ability to analyze correspondence to determine importance as it relates to budget, procedures, or otherwise pertinent issues.

17	Ability to write clear and concise instructions containing technical or legal information that are comprehensible by audiences with varying levels of understanding.
18	Ability to write complex documents such as reports, proposals, project summaries, procedures, analyses of proposed legislation, or summaries of statistical analyses using correct grammar, spelling, and syntax to comply with legislative mandates, complete assigned work, and ensure the department/agency meets goals or fulfills the mission.
19	Knowledge of algebraic principles to find missing values and make calculations for providing technical expertise.
20	Ability to perform basic arithmetic calculations (e.g., addition, subtraction, multiplication, division, decimals, percentages fractions) to calculate and process numerical data.
21	Ability to perform mathematical techniques (e.g., algebra, trigonometry) to analyze numerical data.
22	Ability to perform basic statistics (e.g., standard deviation, average) to analyze numerical data.
23	Ability to reconcile discrepancies in data and information to ensure accuracy.
24	Ability to conduct research using various methods (e.g., interviews, written material, electronic materials) to complete various budget assignments (e.g., budget requests, Budget Change Proposals) that may vary in complexity.
25	Ability to synthesize information from various sources to identify trends, patterns, and/or relationships.
26	Ability to extract relevant facts and information from written documents in order to perform project planning, solve problems, or summarize information as required to complete assigned job tasks.
27	Ability to analyze situations, solve complex problems, and adopt an effective course of action to make decisions or recommendations.
28	Ability to read and interpret information and materials pertaining to department or program operations (e.g., policies and procedures, law, contracts) to provide budgetary guidance or recommendations to management.
29	Ability to identify information and/or data needed to perform work tasks, address issues, evaluate program effectiveness, and/or serve as a basis for program/project-specific decisions.
30	Ability to manage workload independently and with minimal supervision and ensure projects are completed in a timely manner.
31	Ability to apply project management principles to work assignments (e.g., develop work scope, gather information, organize alternatives, make recommendations, provide feedback, implement project plans).
32	Ability to develop a system of organization for filing, tracking, and maintaining records.
33	Ability to identify, analyze, and evaluate situations or problems to determine and implement appropriate courses of action.

34	Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
35	Ability to work independently and carry out a variety of critical and time sensitive projects without detailed instructions.
36	Ability to track and monitor pertinent activities in an organized fashion to ensure projects are completed on time and within budget.
37	Ability to be flexible in adapting to changes in priorities, assignments, or interruptions which may impact timelines and courses of action for completing projects and assignments.
38	Ability to maintain accuracy and attention to detail while managing multiple assignments, tracking deadlines, and collecting data.